

Position Title: Provident Fund Internal Accountant

Open Period: Closes Feb 15, 2024

Work Schedule: Part-time – Outside employment approval is required. Work must be performed outside of business hours, and not as part of normal job.

Hiring Path: Open to current employees of the mission.

Duties:

1. Ensure precision and accuracy and initiate corrective action with the Provident Fund account holder, Housing Bank for Trade and Finance.
2. Review, correct and certify past account activity since last annual reconciliation.
3. Certify and correct all deposits, loan amounts, loan repayment amounts, for the Provident Fund A, B and C accounts.
4. Coordinate corrections with Housing Bank for Trade and Finance.
5. Provide ongoing review and take corrective action monthly for all account activity. .
6. Advise the Provident Fund Board of anticipated changes and past corrections.
7. Provide a quarterly summary to the Board either written or in person.
8. Work closely with the auditing firm to complete the yearly auditing of the past year to include:
 - a. Provident fund reconciliations for the year.
 - b. Bank confirmation for yearend balances of Accounts A,B and C for the year.
 - c. Bank statements for account C for the year.
 - d. Schedule from the bank showing the interest & fees on all provident fund accounts during the year.

Qualifications and Evaluations

Requirements: EXPERIENCE: Minimum one year of accounting working experience is required financial, and/or bookkeeping, administrative work.

Education Requirements: Two years of university studies in accounting, finance, or other related fields is required.

Evaluations:

LANGUAGE: Good English (Level 3 speaking/reading/writing) is required. This may be tested.

Benefits: The Provident Fund Board has determined to allow fulfillment of these deliverables through a bill-by-hour system, 21JD/Hour.

How to apply: Applicants should send an email to ProvidentFundHiring@groups.state.gov with all the supporting documents.